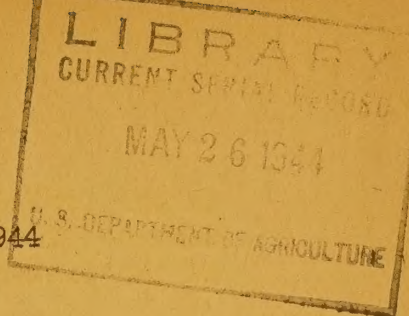


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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 7, 1944

SPECIAL SERVICES MEMORANDUM-55

Construction-36
Amendment-1

SUBJECT: Electrical Utility Connections

The WPB issued, on February 23, Order U-1-i authorizing utility companies to supply electrical service for the operation of irrigation water pumps. This amendment, outlining the Order, supersedes Part VIII, page 5 of Special Services Memorandum-41. The complete text of the Order follows:

PART 4500 - POWER, WATER, GAS, AND CENTRAL STEAM HEAT
(Supplementary Utilities Order U-1-i)

4500.10 Supplementary Utilities Order U-1-i. In accordance with the provisions of paragraph (i) of Utilities Order U-1, extensions of electric facilities may be made or connected by producers to permit the operation of irrigation water pumps when all of the following conditions are satisfied:

- (a) The prospective consumer possesses an electrically driven irrigation water pump not smaller than 25 g.p.m., or can obtain such a pump without priorities assistance, or a preference rating of A1-5 or better has been assigned to delivery of such a pump to him.
- (b) There is no other means of operating such a pump on the premises.
- (c) The total cost of material for the extension, exclusive of any part built by or for the consumer, does not exceed \$1500. No job or project may be subdivided to come within these limits.
- (d) No other producer can render the same service with lesser amounts of critical material.
- (e) The extension is necessary to provide irrigation for not less than 5 acres of land.
- (f) The prospective consumer's application for service is accompanied by a certification from his County Agricultural Conservation Committee in substantially the following form:

(To the Utility Addressed):

Mr. _____ is eligible under Supplementary Utilities Order U-1-i for an electric connection to provide service for an electrically driven irrigation water pump not smaller than 25 g.p.m. In the opinion of this County Agricultural Conservation Committee this connection will result

in the irrigation of not less than five acres of land and a substantial increase in farm production, and is in accord with the spirit, as well as the letter, of Supplementary Utilities Order U-1-i.

(For County Agricultural Conservation Committee)

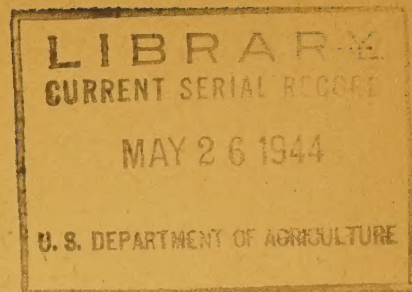
Issued this 23d day of February 1944

WAR PRODUCTION BOARD

By: J. JOSEPH WHELAN

Recording Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.

March 10, 1944

SPECIAL SERVICES MEMORANDUM - 56

Machinery Rationing - 135

SUBJECT: Distribution of 20 Percent Reserve - Feed Grinders and Crushers

The War Food Administration has carefully reviewed the proposed distribution of reserves of feed grinders and crushers (Items 174, 175 and 175a), as submitted by manufacturers, together with their 80 percent distribution plans, 1944 requirements as submitted by State Committees, and other pertinent data. It is believed that in general the over-all distribution as reported by manufacturers will meet minimum needs of all States.

Therefore, all manufacturers have been authorized to distribute the 20 percent reserve of feed grinders and crushers without direction by the War Food Administration.

The 20 percent hammer mill reserve of Myers-Sherman Company, Streator, Illinois, was directed December 14, 1943, and the reserve of Gehl Brothers Manufacturing Company, West Bend, Wisconsin, was directed January 8, 1944. The directives sent to these Companies for distribution of their 20 percent reserves were cancelled by this action and the Companies may disregard the directives mentioned above. It is our opinion, however, that these two manufacturers have probably shipped a considerable portion to the mills involved and will follow their original plans very closely.

It is suggested that State Committees advise manufacturers if emergency or special needs arise for this equipment. It should be clearly understood that the action outlined above does not remove feed grinders and crushers from Schedule III. The manufacturers' 80 percent State distribution plans under the headings "Hammer and Roughage Mills" and "Burr Mills" are not affected by this action.

Certificates of purchase on the above items are not required since feed grinders and crushers are listed in Schedule III.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.

March 12, 1944

SPECIAL SERVICES MEMORANDUM - 57

Machinery Rationing - 136

SUBJECT: Distribution of 20 Percent Reserve of
Milking Machines

Minimum requirements for milking machines, as indicated by each State, have been compared with manufacturers' 80 percent distribution plans and with their proposed distribution plans for the 20 percent reserve. The comparison of this and other information obtained by the War Food Administration indicates that minimum State requirements for milking machines will be substantially met through normal distribution by manufacturers.

The following action was, therefore, taken in regard to milking machines (Item 237):

A. Manufacturers shall:

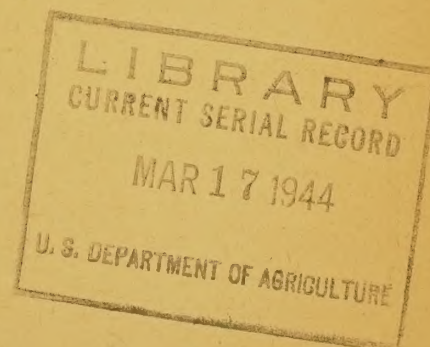
1. Distribute the 20 percent reserve of milking machines without direction from the War Food Administration
2. Notify the War Food Administration of the distribution to States before or at time of shipment

B. War Food Administration shall:

1. Inform State committees of reserve distributions as reported by manufacturers.

It is suggested that State Committees advise manufacturers if any special needs arise which it is anticipated will not otherwise be met adequately.

This action does not remove milking machines from Schedule II and therefore the quota established in manufacturers' 80 percent distribution plans remain in effect and purchase certificates are still required.



TO THE
HONORABLE
MEMBERS OF THE
LEGISLATIVE COUNCIL

1. Sir,

2. Sir,

3. Sir,

4. Sir,

5. Sir,

6. Sir,

7. Sir,

8. Sir,

9. Sir,

10. Sir,

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.

March 12, 1944¹³

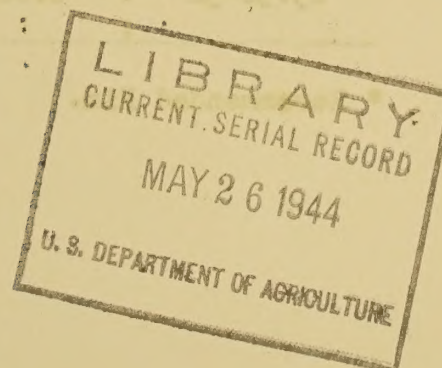
SPECIAL SERVICES MEMORANDUM - 58

TRANSPORTATION - 40

SUBJECT: Replacing certain narrow-base rear
tractor tires with wide-base tires

When a replacement tire for a particular size of narrow-base rear tractor rim is not available a wide-base rear tractor tire may be substituted with comparable operating results and without a change of rim. The use of a wide-base rear tractor tire to replace a narrow-base rear tractor tire is suggested because of the somewhat greater availability of wide-base rear tractor tires. Such a replacement would permit the tractor to return to service quickly without the wait for locating and shipping the specific size of narrow-base tire needed.

The accompanying table gives a list of narrow-base rear tractor tires with the recommended size of wide-base tire for replacement. This list should be used when narrow-base replacement tires are not available in an emergency. The list has been approved by the Office of Rubber Director, the Office of Price Administration, and the War Food Administration. It is not to be used as a table for conversions or change-overs from steel wheels to rubber, which is presently prohibited, except as provided for in Special Services Memorandum-50, Transportation-39.



WIDE BASE REAR TRACTOR TIRES WHICH MAY BE USED
TO REPLACE NARROW BASE REAR TRACTOR TIRES

No Rim Change Necessary

Present Tire	Rim	Wide Base Replacement	
		Tire Size	Tube
7.00-24	5.50R	8-24	8-24
7.50-24	5.50R*	9-24	9-24
	6.00S	9-24	9-24
7.50-36	5.50R*	9-36	9-36
	6.00S	9-36	9-36
7.50-40	5.50R*	9-40	9-40
	6.00S	9-40	9-40
8.25-36	5.50R	10-36	9.00-36
	6.00S*	10-36	9.00-36
8.25-40	5.50R	10-40	9.00-40
	6.00S*	10-40	9.00-40
9.00-24	5.50R	11-24	9.00-24
	6.00S*	11-24	9.00-24
	8.00T	11-24	9.00-24
9.00-28	6.00S*	11-28	10-28
	8.00T	11-28	10-28
9.00-36	6.00S*	11-36	9.00-36
	8.00T	11-36	9.00-36
9.00-40	6.00S*	11-40	9.00-40
	8.00T	11-40	9.00-40
10.00-36	6.00S	12-36	HM-36
	8.00T*	12-36	HM-36
11.25-24	8.00T	13-24	KM-24
11.25-28	8.00T	13-28	KM-28
11.25-36	8.00T	12-36	HM-36
12.75-24	8.00T	14-24	KM-24
12.75-28	8.00T	15-28	KM-28
12.75-32	8.00T	15-32	KM-32
13.50-24	8.00T	14-24	KM-24
13.50-28	8.00T	15-28	KM-28
13.50-32	8.00T	15-32	KM-32

* Recommended Rim.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.

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March 15, 1944

SPECIAL SERVICE: MEMORANDUM - 59

Feed -8

SUBJECT: Establishment of Quotas for Mixed Feed Manufacturers.

The attached FPA Form 5 and instructions are being sent to mixed feed manufacturers by the War Food Administration. The information certified to by mixed feed manufacturers will be used as a basis for establishing the quarterly and annual quota of such manufacturers under FPO 9, Revision 3.

For the purpose of this order, a mixed feed manufacturer is being administratively defined as one who manufactures a brand of mixed feed which is registered or required to be registered with a State feed control department.

These lists of registered brand feed manufacturers are being procured through the State feed control officials' offices and FPA Form 5 is being sent to feed manufacturers as fast as these lists become available.

When quotas for mixed feed manufacturers have been determined by the War Food Administration, the names of the mixed feed manufacturers and their approved quotas will be furnished the State AAA committee for the State in which the plant is located. Such information will be furnished for the use of the State committee and its feed advisory committee. All such information must be kept strictly confidential by the State committee and members of the feed advisory committee and it is to be used only for the purpose of better distribution of meal allocated to them.

Attachment

WAR FOOD ADMINISTRATION
Office of Production
Washington 25, D.C.

Instructions to Mixed Feed Manufacturers
for Completing FPA-Form 5 (attached)

General:

All feed manufacturers covered by Food Production Order No. 9, Rev. 3, are required, pursuant to the provisions of that order, to complete FPA-Form 5 in duplicate and return the completed form to the Feed and Livestock Branch, War Food Administration, Washington 25, D. C., prior to March 1, 1944. The form is designed to give the information used in determining the 1944 use quota for protein meal (as defined in FPO-9, Rev. 3, copy attached). The information given should be subject to confirmation from the records of your supplier. Where the details requested are not readily available from plant records, the best estimate which can be arrived at will suffice.

Specific instructions:

1. Enter in the first column the 1942 and 1943 annual totals of protein meal used and protein meal sold by type of meal, including both meals used in mixing and meals delivered as straight protein meal (including meal used in custom mixing). The figure desired is: stocks of protein meal on hand January 1, plus receipts during the year minus stocks of protein meal on hand at the end of the year.
2. Annual totals should then be broken down into quarterly figures. Enter under each quarter (1) the tons of each type of meal used in manufacture of mixed feeds, and (2) the tons of each type of meal delivered as straight ingredient, including wholesale distribution and meal delivered to farmers for custom mixing. The total of all entries by quarters should equal the annual total.
3. You will note in the box at the lower left-hand corner of the form a summary of protein meal used in mixed feeds. The figure to be entered in line "A" is the sum of all quarterly entries under the column headed "Mixed," for the year 1942. The figure to be entered in line "B" is the sum of the corresponding entries for 1943. The figure to be entered in line "C" is the sum of "A" and "B", and the figure to be entered in line "D" is the average of the first two.
4. Complete in full the identification requested in the lower right-hand corner of the form.

WAR FOOD ADMINISTRATION
OFFICE OF PRODUCTION

Budget Bureau No. 40-4470
Expires May 31, 1944

1/
USE AND SALE OF PROTEIN MEALS IN 1942 AND 1943
(Make separate report for each mixing plant)

:Meal Used and:		Tons of each protein meal							
: Delivered :		(1) used in manufacture of mixed feeds and							
:Straight dur-:		(2) delivered as straight protein meal (including custom							
:ing Calendar :		mixed) in each quarter during the calendar year							
: Year :									
Material	(Tons)	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter				
		:Delivered:	:Delivered:	:Delivered:	:Delivered:				
		Mixed	Mixed	Mixed	Mixed				
		(1)	(2)	(1)	(2)				
1942									
Soybean Meal									
Cottonseed Meal									
Linseed Meal									
Peanut Meal									
Tankage									
Meat Scraps									
Liver Meal									
Fish Meal									
Whale Guano									
Corn Gluten Meal									
Sesame Meal									
Babassu Meal									
Ouricury Meal									
Palm Kernel Meal									
TOTALS									
1943									
Soybean Meal									
Cottonseed Meal									
Linseed Meal									
Peanut Meal									
Tankage									
Meat Scraps									
Liver Meal									
Fish Meal									
Whale Guano									
Corn Gluten Meal									
Sesame Meal									
Babassu Meal									
Ouricury Meal									
Palm Kernel Meal									
TOTALS									

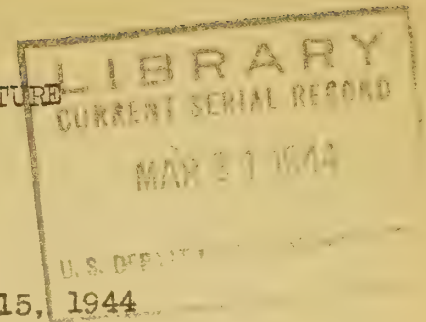
This form must be filled out by mixed feed manufacturers pursuant to Food Production Order No. 9, Rev. 3. Information requested above must be completely answered. Two copies must be mailed to the Feed and Livestock Branch, Office of Production, War Food Administration, Washington 25, D.C., prior to March 1, 1944.

A. Protein meal used for manufacture of mixed feeds, 1942.	Tons	Firm Name
B. Protein meal used for manufacture of mixed feeds, 1943.	"	Signature and Title
C. Total used for manufacture of mixed feeds, 1942-43.	"	Mail Address
D. Quota for this plant for 1944 - 1/2 of above total	"	Plant Address

1/ As defined in FPO-9, Rev. 3.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 15, 1944

SPECIAL SERVICES MEMORANDUM - 60

Machinery Rationing-137

SUBJECT: Distribution of 20 Percent Reserve--Garden Tractors

The War Food Administration has carefully reviewed the proposed distribution of reserves of garden tractors, as submitted by most manufacturers, together with their 80 percent distribution plans, 1944 requirements as submitted by State committees, and other pertinent data. While the number of garden tractors to be available this year will not fill all demands, it is believed the over-all distribution proposed by the manufacturers will meet minimum needs of all States fairly satisfactorily.

The following action was, therefore, taken in regard to garden tractors (Item No. 196):

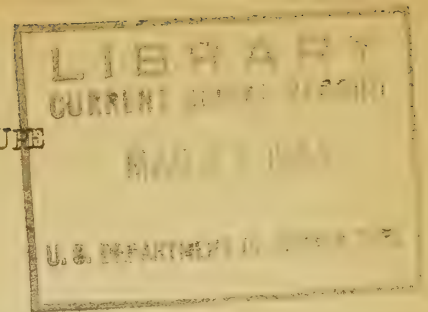
Manufacturers shall:

1. Distribute the 20 percent reserve of garden tractors without direction from the War Food Administration
2. Notify each State AAA Committee of the reserve allocation to its State before or at time of shipment.

It is suggested that State committees advise manufacturers of additional need or any emergency needs which may arise. The action outlined above does not remove garden tractors from Schedule II, and the State distribution plans covering 80 percent of manufacturers' production are not affected by this action. All garden tractors will still be rationed requiring a purchase certificate when transferred for use.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 15, 1944

SPECIAL SERVICES MEMORANDUM - 61

Machinery Rationing-138

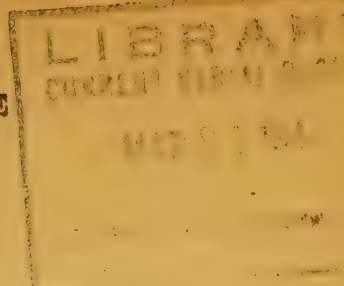
SUBJECT: OPA Charts Explaining Method of
Formulating Price Ceilings on
Machinery

Under separate cover, we are sending you a quantity of charts developed by the Office of Price Administration to facilitate understanding of Maximum Price Regulation No. 133. The distribution to your State is based upon two copies per county committee.

The chart explains the manner in which ceiling prices are formulated for: (1) New equipment sold by dealers; (2) used equipment sold by dealers; and (3) used equipment sold by farmers and at auctions. This information may be useful to committees in answering questions raised by farmers. The Office of Price Administration is distributing copies to dealers.

Additional copies can be secured from your nearest Office of Price Administration District Office.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 15, 1944

SPECIAL SERVICES MEMORANDUM - 62

Transportation-41

SUBJECT: Restriction of Use of "R" Coupons at
Gasoline Filling Stations

Effective April 1, under a new regulation of the Office of Price Administration, "R" gasoline coupons (5 gallon bulk coupons issued to off-highway users such as farmers) may not be used to secure gasoline at service stations unless the service station operator has received permission from the OPA District Director on the ground that over 50 percent of his business consists of bulk transfers. Those retail gasoline outlets that regularly deliver gasoline to the storage facilities of a consumer may continue to accept "R" coupons for those deliveries.

This new OPA provision is not intended to change common buying practices because farm users of bulk off-highway gasoline who need to get their gasoline at service stations may do so by asking their OPA Ration Boards to exchange all or part of their "R" coupons for "E" (one-gallon) coupons. If the OPA Ration Board finds that the need is genuine it is authorized to make the exchange. The "E" coupon may be accepted by any station, so long as gasoline is not delivered on the "E" coupon into the tank of a motor vehicle.

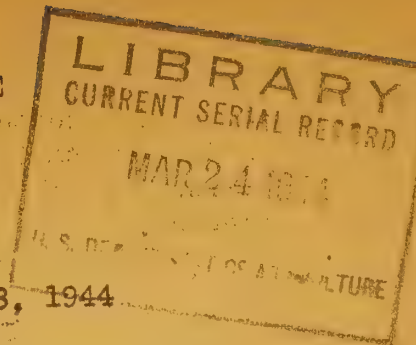
The new OPA regulation does not affect farmers who receive their off-highway gasoline from bulk deliveries into farm storage. "R" coupons are valid for this purpose. Farmers who are accustomed to taking drums to a filling stations for off-highway gasoline may continue to use the "R" coupons for this purpose if the filling station operator secures permission from the OPA Ration Board.

The reason for the change in OPA regulations invalidating "R" coupons for filling station acceptance is that some "R" coupons issued for non-highway use have found their way through illegal channels into the hands of motorists who present them at filling stations for gasoline or into the hands of filling station operators who use them to replenish their gasoline supplies after making sales without coupons.

"R" coupons have been turned in by filling stations which do not deliver gasoline in bulk to farmers and other non-highway users and where "R" coupons would not normally be presented. Although "R" coupons are used for farm non-highway gasoline, they are also used for other non-highway uses such as for boats and industrial plants.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 18, 1944

SPECIAL SERVICES MEMORANDUM - 63

Transportation - 42

SUBJECT: Reporting Quota or Tire Size Shortages for
Rear Tractor Tires

The War Food Administration's present tractor program calls for a maximum number of new tractors on rubber. Most farmers want rubber-tired tractors and go to the expense and trouble of converting, or of trying to convert, when steel-wheeled tractors are produced.

Rear tractor tire replacement requirements are expected to be relatively high this year. Prior to suspension of the conversion program, the limited rear tractor tire production capacity and the heavy military requirements made it impossible for the Office of the Rubber Director to arrange for production adequate to serve new tractor and replacement needs. For that reason the conversion program was suspended with a provision for handling hardship cases under an appeal procedure. However, the actual production of rear tractor tires may fall short of the number required for replacement needs and the new tractors now planned to be put on rubber.

Shortages may affect rear tractor tire replacement needs in two ways. One relates to the quota of rear tractor tires allocated by the Office of the Rubber Director to the Office of Price Administration Rationing Office. The other relates to specific sizes of rear tractor tires needed for replacement.

OPA QUOTA SHORTAGE

Where the local OPA rear tractor tire quota is insufficient to meet the needs for justifiable replacements (where a rear tractor tire cannot be repaired or recapped and the tractor is out of operation in the busy season) and where a supply of rear tractor tires over and above the quota allowance is available in the community, such a situation should be reported through the Local War Price and Rationing Board to its district mileage rationing representative in an effort to have the quota increased. The name, address, and telephone number of each OPA regional mileage rationing representative, together with the names of the States in each region, are listed below.

SPECIFIC SIZE TIRE SHORTAGE

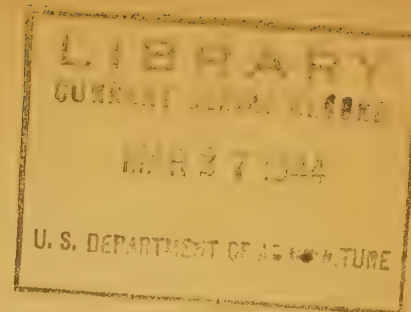
When a shortage exists locally for a specific size of tractor tire for which an OPA certificate has been issued, the information specified in paragraph 4 of Special Services Memorandum-2, Transportation-34, should be reported by the County Committee to the State Committee for transmittal to the AAA Regional Director. Be sure to state that an OPA rationing certificate has been issued for the tire specified in the report.

The information contained in this memorandum should be brought to the attention of each County Committeeman and, with the possible exception of the list of names and addresses of the OPA regional mileage representatives, to each Community Committeeman.

OPA Regional Mileage Rationing Representative
as of March 10, 1944

<u>Region</u>	<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>	<u>States</u>
1	Patrick E. Hanaver	55 Tremont St., Boston	LaFayette 8600	Maine N. Hampshire Vermont, Conn., Mass., R. I.
2	Chester A. Adams	Empire State Bldg., New York, N. Y.	Chickering 4-7300	N. Y., N. J., Pa., Del., Md., D. C.
3	Herbert S. Fowkes	Union Commerce Bldg., Cleveland, Ohio	Cherry 7900	Ohio, Mich., Ind., Ky., W. Va.
4	John Reid	Candler Bldg., Peach- tree St., Atlanta, Ga.	Walnut 4141	Ga., Ala., Fla., Miss., N. C., S. C., Tenn., Va.
5	Harold R. Whitmore	1000 Main Street Dallas, Texas	Riverside 5711	Tex., Ark., Kan., La., Mo., Oklahoma
6	George R. Ranes	226 W. Jackson Blvd. Chicago, Illinois	Andover 3600	Ill., Iowa Minn., Nebr., N. D., S. D., Wisc.
7	Carl Evans	Kittredge Bldg. Denver, Colorado	Tabor 3173	Colo., Idaho, Mont., N. M., Utah, Wyo.
8	Amos T. Crowl	1355 Market St. San Francisco, Calif.	Klondike 2-2300	Calif., Nev., Ore., Wash.

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A-100-12
UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 22, 1944

SPECIAL SERVICES MEMORANDUM - 64

Priorities-1
(Supplement-1)

SUBJECT: Corrections in Special Services Memorandum-40
Priorities-1. Agricultural Items Affected by
Priorities Actions

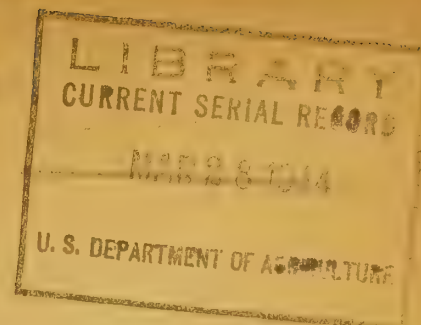
The following corrections should be made in Special Services Memorandum-40:

1. For the item "Construction," page 2, the column headed "Form Needed" should read "WPB-617, as revised January 29, 1944" for all cases.
2. For the item "Electric Motors, under 1 horsepower," page 3, the column headed "Form Needed" should read "PR-19 Certification."
3. For the item "Engines under 20 horsepower," page 9, the column headed "Form Needed" should read "E-1" rather than "GA-208."
4. For the item "Reconstruction of Farm Buildings and Dwellings," page 11, the column headed "Form Needed" should read "WPB-617, as revised January 29, 1944" for all cases.

War Production Board Order L-123, as amended January 4, 1944, permitted delivery of fractional horsepower electric motors on PR-19 certifications up to February 1. Order L-123, as amended February 28, 1944, again permits delivery of those motors on PR-19 certifications and does not contain a date limitation. Therefore, the entry of "L-123" in the column headed "Applicable Order" for the item "Electric Motors, under 1 horsepower" is appropriate.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 23, 1944

SPECIAL SERVICES MEMORANDUM - 65

Machinery Rationing-139

SUBJECT: Distribution of 20 Percent Reserve of
Milk Coolers

Minimum requirements for milk coolers, as indicated by each State, have been compared with manufacturers' 80 percent distribution plans and with their proposed distribution plans for the 20 percent reserve. The comparison of this and other information obtained by the War Food Administration indicates that minimum State requirements for milk coolers will be substantially met through normal distribution by manufacturers.

The following action was, therefore, taken in regard to milk coolers (Items 241 and 242):

A. Manufacturers shall:

1. Distribute the 20 percent reserve of milk coolers without direction from the War Food Administration
2. Notify the War Food Administration of the distribution to States before or at time of shipment

B. War Food Administration shall:

Inform State committees of reserve distributions as reported by manufacturers

It is suggested that State committees advise manufacturers if any special needs arise which it is anticipated will not be met adequately.

This action does not remove milk coolers from Schedule II and therefore the quota established in manufacturers' 80 percent distribution plans remain in effect and purchase certificates are still required.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.

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DEPT. OF AGRICULTURE

March 24, 1944

SPECIAL SERVICES MEMORANDUM - 66

Transportation-43

SUBJECT: Handbook Outlining Cooperation of ODT, OPA and
War Food Administration in Effecting Maximum
Transportation Conservation

This handbook is intended to provide State, county and community AAA committees and county farm transportation committees with instructions to assist farmers in attaining maximum farm transportation conservation. All previous War Board or Special Services Memoranda on transportation are superseded. The information in this handbook has been jointly approved by War Food Administration, OPA and ODT and will be used by representatives of these agencies in carrying out programs.

This handbook should be punched and placed in a loose-leaf cover. It has been sectionalized not only for convenient reference, but also to facilitate the insertion of revised sections as various regulations or processing procedure are changed. Obsolete sections should be replaced with revised sections when issued from time to time in order to keep the handbook instructions current.

The handbook as issued is an over-all guide for all States; however, War Food Administration, Office of Price Administration and the Office of Defense Transportation recognize that it is necessary for State representatives of these Agencies to meet in a joint session to discuss the transportation situation within each State. In mapping out 1944 plans, it is suggested that upon receipt of these instructions, State committees, AAA fieldmen and State AAA personnel meet with ODT and OPA regional, State and district office representatives in planning this over-all program that will enable it to reach into every county within the State and through the county AAA committee to the farm transportation committee and to the community committeemen. If a recent meeting has been held in line with this suggestion, this procedure need not be followed, however, joint meetings of this kind should be held as often as necessary to review the transportation situation and to develop workable procedures for particular problems, or to agree on mutual action where emergency situations arise. Only through these steps can we give the necessary service to farmers and assist them in arriving at a plan that will secure the maximum conservation of all transportation facilities.

TRANSPORTATION HANDBOOK

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A. General

The Agricultural Adjustment Agency through State, County and Community Committees and County Farm Transportation Committees will assist the ODT and OPA in their responsibilities as follows;

ODT Responsibilities include:

1. Conserving and utilizing farm vehicles.
2. Providing insofar as possible for the orderly movement of farm products from producing areas and farm supplies to the farm.
3. Allocation of farm trucks.
4. Issuance of CWN's for farm trucks.

OPA Responsibilities include:

1. Rationing of gasoline and other fuel oils to farmers.
2. Rationing of new tires to farmers.

B. State AAA Committee - Responsibilities will include:

1. Cooperating with ODT and OPA to develop procedure and plans for operation.
2. Keeping county and community committees and CFTC informed on the transportation program.
3. Assigning to the farmer fieldmen the responsibility of carrying the transportation program direct to the county AAA committees.
4. Directing the appointment of CFTC.

C. County AAA Committee - Responsibilities will include:

1. Keeping informed on the transportation situation and facilities available that will assist in solving problems.
2. Appointing a CFTC with membership as follows:
 - a. The chairman shall be the chairman or a member of the county AAA committee.
 - b. A farmer member who is representative of the principal type of agriculture in the county.
 - c. A farmer member who is representative of the next most important type of agriculture in the county.
 - d. A member who represents truck transportation services for agricultural commodities in the county.
 - e. A member who is a dealer of farm supplies in the county.
3. Seeing that regular meetings are held by the CFTC.
4. Arranging with the community committeemen for their assistance in putting the transportation conservation program into operation and securing their recommendation on farmers' applications for gasoline, tires and new trucks.

2.

D. County Farm Transportation Committee - Responsibilities will include:

This committee shall service without compensation and its headquarters will be in the Office of the County AAA Committee.

1. Assisting in preparation of farmers' applications for gasoline and make recommendations thereon.
2. Development of transportation conservation programs among farmers.
3. Making recommendations on farmers' applications for new trucks.
4. Assisting ODT industry transportation committees in a fact finding capacity.
5. Farm truck maintenance.
6. Reporting to ODT idle used motor trucks.

E. Community Committee - Responsibilities will include:

The community AAA committeemen will assist with the carrying out of the transportation program under the direction of the County AAA Committee.

1. Securing factual information in connection with farmers' applications for gasoline, tires and new trucks and recommending to the CFTC on these applications.
2. Assisting to put into operation programs for conservation of transportation facilities.
3. Informing farmers of transportation problems and securing their cooperation to conserve transportation facilities.

Section II - DEVELOPING TRANSPORTATION CONSERVATION PROGRAMS AMONG FARMERS WITHIN THE COUNTY

CFTC's will initiate local or community programs among farmers operating farm vehicles designed to conserve and more fully utilize their trucks.

A number of such programs have been instituted with marked success, all generally providing for one farmer's truck to do the job which several farmers' trucks formerly performed.

In effecting conservation and utilization of farm vehicles the prime consideration is to eliminate insofar as possible the following wasteful operations:

1. The operation of a farm vehicle to transport farm products to, or farm supplies from, a point beyond the nearest practicable market.
2. The operation of an empty farm vehicle when a full or partial load is available for transportation.
3. The operation of a farm vehicle with less than a full load where a regular collection route is established and service is available.
4. The operation of a farm vehicle in scheduled service over a road or highway, the condition or surface of which is apt to cause undue wear of either tires or vehicle.
5. The operation of a heavy or large farm vehicle when a lighter or smaller farm vehicle is available or is suitable, or
6. The use of a farm vehicle to transport persons exclusively when other means of transportation are available.

Also considered as wasteful is the failure on the part of an operator of a farm vehicle:

1. To cooperate with any other person engaged in operating a farm vehicle and with shippers and receivers in the making of route reorganization or pooling arrangements designed to accomplish the purposes of vehicle conservation.
2. To comply with the maintenance program outlined by the Division of Motor Transport, Office of Defense Transportation.
3. To curtail services and to reduce schedules and miles operated to the extent necessary to assure maximum utilization and conservation of vital equipment, materials, and supplies, including rubber.

In summary, CFTC's shall help farmers in programs to save trucks operated by them on their farms and used by them in hauling their produce to market and farm supplies back to their farms.

Section III - NEW COMMERCIAL MOTOR VEHICLES

A. General

All applications for the purchase of new commercial motor vehicles to be used as a farm vehicle in transporting farm products from producing areas and farm supplies to farms or to be controlled by any person principally engaged in farming while being operated in connection therewith, will be regarded as applications for agricultural purposes by the ODT and will therefore be filed with the CFTC.

B. Standards of Essentiality Factors to be Considered

1. If the applicant's operation will not keep the vehicle in maximum farm transportation service, the applicant shall make every effort to enter into pooling agreements.
2. Is the applicant cooperating with other shippers and receivers in the making of route reorganization or pooling arrangements to accomplish the purposes of vehicle conservation?
3. Determine whether full utilization of all serviceable trucks now in the farmer's hands can supply the transportation requirements during the emergency period.
4. Determine that available commercial equipment is repaired or reconditioned. The need for tires, repairs, etc., is not sufficient reason for the release of a new commercial vehicle.
5. Determine that "for hire" operators are utilized to the utmost, if available and practicable. .
6. The limited number of new commercial vehicles in inventory does not encourage release for peak harvest season usage.
7. Determine that every effort has been exerted by applicant to locate and purchase used commercial vehicles.

C. Processing Applications

1. The CFTC will assist the applicant in completing Form WPB-663, (formerly PD-310) application to acquire a new commercial motor vehicle.
2. Form 05-R-108 (replaces Form TR-1). Sample copy attached for reproduction in State office. When completed will disclose in detail the intended use of the vehicle in connection with the farmers care and production of farm products.
3. Form 05-R-109 (replaces Form TR-3). Sample copy attached for reproduction in State office. Indicate, where feasible, how the farmer will use the truck in assisting his neighbors in transporting their farm products and farm supplies.
4. After the CFTC has assisted the applicant in completing these forms, the committee in executive session will recommend either approval or disapproval of the application by executing Form TR-2 (revised as attached). The complete file will then be submitted to the county AAA committee.

6.

5. The county committee, upon receipt of the application and supplementary material, will recommend approval or disapproval of the application and will forward the complete file to the State committee.
6. The State committee will review the application, related forms and recommendations and will recommend approval or disapproval and forward the completed file to the appropriate local Allocation Officer of the Office of Defense Transportation.
7. The Local Allocation Officer will treat recommendations of the State and county AAA committees and the CFTC confidentially, and will notify the State committee of his recommendation and the final action taken on each application.

D. Appeals from Decisions of Local Allocation Officer

If the Local Allocation Officer disapproves the application for permission to acquire a new commercial motor vehicle, the original will be returned to the applicant so marked, accompanied by a letter stating briefly the grounds of disapproval and outlining the appeal procedure. No new application by the same applicant may be made until three months after the date of disapproval of the original application. However, any applicant who is aggrieved by the action of a Local Allocation Officer in disapproving his application may file an appeal from the decision of the Local Allocation Officer.

1. The appeal should be directed to the Local Appeal Board, Office of Defense Transportation, in care of the Local Allocation Office which handled the original application.
2. An appeal from a decision of a Local Allocation Officer must be filed within thirty days after such decision is made.
3. A person desiring to appeal must file a statement in writing under oath pointing out specifically the facts upon which the appeal is based. He may submit such additional data and affidavits to the Appeal Board as he deems requisite to support his appeal.
4. If the Appeal Board allows the appeal, the application will be forwarded to the Office of Defense Transportation in Washington.
5. If the Appeal Board denies the appeal, the original application will be returned to the applicant accompanied by an appropriate notification from the Board. No further appeal will be allowed. When an appeal is denied, the applicant may file a new application not sooner than three months after the date of denial by the Appeal Board.

Section IV - GASOLINE FOR USE BY FARMERS, INCLUDING FUEL OIL

A. Commercial Motor Vehicles (Trucks)

The ODT has been designated the authority for controlling the number of miles that commercial motor vehicles can travel and hence control the allocations of gasoline for use in commercial motor vehicles. This is accomplished through ODT Order 21 which has been effective since November 15, 1942.

Under ODT Order 21, each commercial motor vehicle must have a Certificate of War Necessity. This Certificate of War Necessity outlines the number of miles a commercial motor vehicle can operate per calendar quarter and the maximum gallons of motor fuel allotted for its use.

It is an established national policy that farmers have sufficient gasoline to carry out their necessary operations, but not excessive amounts of gasoline. The ODT has asked the WFA to recommend amounts of gasoline necessary for individual farmers. The WFA has made the AAA and its CFTC's responsible for this work.

For the purpose of CFTC recommendations, the ODT defines a farm vehicle as:

"Any commercial motor vehicle;

(a) Controlled by any person principally engaged in farming while being operated in connection therewith, except when used in the retail delivery of farm products; or

(b) Exclusively engaged in the transportation of farm products from producing areas to destination points; or

(c) Exclusively engaged in the transportation of farm supplies to a farm."

When partial operations of the motor truck are other than used as a farm vehicle, then the CFTC's shall only make recommendations on that portion of the operations as defined above.

1. Application for CWN for a commercial motor vehicle operated as a farm vehicle. (Form CWN-1)

a. Applicant submits his CWN-1 to the CFTC. CFTC may aid applicant in preparing CWN-1.

b. Applications submitted directly to the ODT will be submitted to the CFTC for recommendation before issuance of a Certificate of War Necessity.

c. CFTC reviews application, recommends mileage and motor fuel allotment and forwards application to ODT District Office.

d. ODT will issue the CWN to the applicant in accordance with CFTC recommendations, or if it appears that there is an error the ODT will confer with the CFTC before issuing the CWN.

- e. Farmers may appeal for additional gasoline for use in commercial motor vehicles. Appeals are handled in the same manner as an application for the original CWN. (Form CWN-1 is used).
- f. If an emergency exists and the applicant applies directly to the ODT, the District Office will issue a temporary Certificate of War Necessity pending receipt of CFTC recommendations for a permanent CWN.

- 2. In implementing this program and any other work connected with Certificates of War Necessity, the State AAA committee shall work out local coordination with the District ODT office. Any program or activity involving the cooperation of the CFTC will be cleared with the State committee before being put into effect.

B. Gasoline and Fuel Oil for Non-Highway Use

As with truck gas, the national policy is to give farmers their necessary requirements of non-highway fuel. It is the responsibility of the War Food Administration, through its CFTC, to recommend the amount of non-highway fuel necessary to carry out essential farming operations. Care must be exercised to see that farmers are not allotted excessive amounts of non-highway fuel.

- 1. It shall be the responsibility of the State AAA committee and the State OPA office to work out a procedure for issuing allotments of non-highway fuel for farm use that will meet the particular problems in the State.

C. Gasoline for Passenger Car and Other Highway Use, Other than Commercial Motor Vehicles

- 1. The OPA has indicated its desire to assure farmers of gasoline for essential travel. Community AAA committeemen are in a position to supply the CFTC with required information concerning farmers' requests for highway use. It is suggested that the State committee and OPA work out arrangements to utilize the services of community committeemen in this phase of the work.

D. Shortages of Petroleum Products

With the petroleum supply problems that exist today in certain areas of the country, it is highly possible that particular farming communities may experience shortages of petroleum products to the extent that farming operations may be hampered. Anticipating that such a situation may arise in your State during 1944, we are submitting the following information which will help you in overcoming serious situations of gasoline shortages:

- 1. Farmers are entitled to preference for gasoline and other fuels for non-highway use.

Farmers are entitled to, and dealers (whether retail or wholesale) must, accord them preference for the non-highway farm uses described in Amendment 3 to Petroleum Order No. 1 as amended May 13 for the States in Petroleum Administration for War, District 1, and Petroleum Distribution Order 14 issued July 14 for the rest of the country. This means that the dealers cannot deliver any gasoline for any non-agricultural or non-military use until these preferred demands have been completely satisfied.

The dealer in turn has the same right to demand from his supplier, preferred replacement of the petroleum products which he has delivered to the farmers. This right of preferred replacement carries right back through the distribution chain of petroleum suppliers to the primary supplier who brings petroleum products into the area.

2. State committee procedure where there is a general shortage in area.

- a. Determine the specific product or products which are short, whether gasoline, tractor fuel, kerosene or any other petroleum product used in farming operations. Then confine further investigation and the report to that particular product or products. State committees should be sure of their facts before acting.
- b. Have the county committee determine the cause and extent of the shortage and the specific area affected as follows:
 - (1) Determine whether it is a general shortage whereby all inventories of all the distributors serving that particular area are either completely out of product or will be out within a few days.
 - (a) If only one or two companies out of several are affected by this shortage and the other companies not affected have the product available, then attempt to arrange for the companies having the product to spread it among all users.
 - (b) If all or nearly all companies are completely out of product (that is, if there is not enough product available for current demand), first determine what product is enroute to these suppliers and check with the nearest District Offices of the supplying companies to determine when product is being, or can be, made available. If no relief is in sight, then furnish the Marketing Director of the Petroleum Administration for War in your district immediately with the following information by wire, telephone, or letter:
 1. Companies and local outlets serving farmers in the area
 2. Present stocks on hand, if any
 3. Estimated farm needs of the area in barrels per day (42 gallons - 1 barrel)
 4. The method of transportation by which supplies are received, i.e., pipe line, barge, tank car or tank truck.

Such communications should be directed to:

Director of Marketing for the District, Petroleum Administration for War (Addresses and phone numbers appear at the end of this memorandum).

Write, wire or phone, depending on the seriousness of the emergency.

A copy of written communications and a report on action taken should be submitted to the Regional Director, AAA.

3. Insufficient quotas (applicable only in Petroleum Administration for War, District 1 - See Attachment).

a. If the companies serving that area are not out of product but state they cannot make further deliveries because their quotas, under Petroleum Administrative Order 1, are exhausted, the State committee should proceed as follows:

- (1) If only one or two out of several companies have exhausted their quotas, the companies who still have product should be requested to spread it among the users in that area as outlined in 2-b-(1)-(a) above.
- (2) If all or nearly all companies in the area have exhausted their quotas, they should write letters requesting quota increases, giving the reasons. Such letters should include the State committee endorsement and should be addressed to:

Mr. John Harper
Director of Marketing for District 1
Petroleum Administration for War

The above outlined instructions have been discussed with both the Petroleum Administration for War and the Office of Price Administration, and they have assured us of their cooperation in keeping farm communities supplied with the petroleum products necessary to maintain farming operations. You should be extremely careful to ascertain that an actual emergency does exist and that all other avenues of relief have been explored before calling the district office of the Petroleum Administration for War.

Shortages should be reported to this office only when the above procedure has failed. The distribution of petroleum products for your State is under the direction of the regional office of the Petroleum Administration for War. Farmers are assured of preferential treatment in securing petroleum fuels under Petroleum Administration for war orders for food production uses. The above procedure provides for direct action in your own area.

PAW MARKETING DIRECTORS

District #1 -- New York, N. Y.

Mr. John Harper
Director of Marketing for District 1
Petroleum Administration for War
1104 Chanin Building
122 E. 42nd Street
New York 17, N. Y.

New England, Del., Fla., Ga., Md.,
N.J., N.Y., N.C., Pa., S.C., Va.,
W.Va.

Lexington 2-4100

District #2 -- Chicago, Illinois

Ernest L. Hughes
Director of Marketing for District 2
Petroleum Administration for War
1200 Blum Building
624 South Michigan Avenue
Chicago 5, Illinois

Ill., Ind., Iwa., Kans., Ky., Mich.,
Minn., Mo., Nebr., N.Dak., Ohio,
Okla., S.Dak., Tenn., Wisc.

Wabash 9040

District #3 -- Houston, Texas

Edmund J. Dorgan, Jr.
 Director of Marketing for District 3
 Petroleum Administration for War
 247 Mellie Esperson Building (or)
 P. O. Box 2584
 Houston 1, Texas

Ala., Ark., La., Miss., N.Mex.,
 Texas

Charter 4-4731

District #4 -- Denver, Colorado

Louis G. Wilke
 Director of Marketing for District 4
 Petroleum Administration for War
 320 First National Bank Building
 Denver 2, Colorado

Colo., Idaho, Mont., Utah,
 Wyo.

Cherry 7476

District #5 -- Los Angeles, California

Mr. Charles B. Garretson
 Director of Marketing for District 5
 Petroleum Administration for War
 855 Subway Terminal Building
 417 South Hill Street
 Los Angeles 13, California

Ariz., Calif., Nev., Oreg.,
 Washington

Mutual 5331

Section V - AGRICULTURAL TIRES

A. Conversion of Steel Wheeled Tractors and Farm Implements to Rubber

Because of the critical tire situation, conversions of tractors and farm implements from steel to rubber have been suspended by the Office of the Rubber Director. Bona fide hardship cases may be given consideration through the following appeals procedure:

Only those requests for conversions which the county committees determine to be hardship cases should be forwarded to the State committees as appeals. The State committee should forward an appeal case to the regional AAA office only if it can recommend approval of the case. Appeal cases will be referred to a special appeals committee for final action. The regional office will advise the State committee of the action taken by the special appeals committee and of the date of the action. Upon receipt of a similar notification from the State office, the county committee will inform the applicant. For each conversion approved by the special appeals committee the county committee will issue the usual authorization for conversion, except that the authorization should contain reference to the action taken by the special appeals committee and the date of the action.

Every effort must be made to hold the number of appeals for conversion to a minimum. Only after it has been determined that an applicant's operations or production will be greatly expanded by reason of having rubber-tired equipment should consideration be given to the handling of that request for conversion as an appeal. Since replacement needs take precedence over conversion needs, no appeal for conversion should be filed if there are indications that farmers within the area will be unable to procure replacement tires and tubes. Under this appeal procedure consideration may be given to the following types of requests for authorization to convert from steel to rubber:

1. Custom Operators who will operate on a large acreage or over comparatively long distances.
 - a. Tractors, front and rear wheels.
 - b. Allied equipment used in connection with the custom operations.
2. Farmers, other than custom operators, provided the conversion from steel to rubber will result in a substantial increase in production.
 - a. Tractor, front and rear wheels
 - b. Combines
 - c. Corn pickers
 - d. Pick-up balers
 - e. Power sprayers

(1) Responsibilities of the Applicant

- (a) Files with his county committee a request for authorization to convert from steel to rubber. The request should contain all facts pertinent to the case.

- (b) At the request of the county committee, procures a statement, if possible, from his dealer, or dealers, to the effect that the tires, tubes, rims and other materials needed for the conversion are available locally and will be made available to the applicant if the conversion is authorized. Such statements are to be filed with the county committee.
- (c) Following approval of the appeal, presents authorization for conversion certificate to the Local War Price and Rationing Board for certificates covering the necessary tires and tubes.

(2) Responsibilities of the County Committee

- (a) Reviews and verifies the statements contained in the applicant's request for conversion and determines whether the desired conversion would result in an appreciable increase in food production in 1944.
- (b) For meritorious cases, prepares an appeal, in triplicate, for authority to authorize the conversion and forwards the original and one copy of the appeal to the State committee. One copy of the appeal is to be retained in the county office with a record of the action thereon. The appeal shall be composed of the following:
 1. The applicant's statements establishing need for the conversion.
 2. The dealer's statements on the availability of the materials needed to make the conversion.
 3. The county committee's verification of the statements made by the applicant, together with any other remarks the committee wishes to make.

The dealer's signed statement on availability of necessary materials is an essential part of any appeal and appeals should not be filed with the State committee unless such statements are attached.

- (c) If the appeal case is approved by the special appeals committee, issues authorization for conversion. The date on which the special appeals committee approved the appeal should be given in the authorization.
- (d) If the appeal case is disapproved by the special appeals committee, notifies the applicant of that action and the date on which the action was taken.

(3) Responsibilities of the State Committee

- (a) Reviews appeal cases submitted by the county committee.
- (b) Returns unfavorable appeal cases to the county committees, giving reasons why the cases were not recommended for approval.

(c) Forwards meritorious appeal cases, original copy and dealer's statements, to the regional AAA office with recommendations for approval. One copy of the appeal is to be retained in the State office with a record of action thereon.

(d) Informs the county committees of the action taken by the special appeals committee and the date on which such action was taken.

(4) Responsibilities of the Regional AAA Office

(a) Refers appeal cases to the special appeals committee.

(b) Informs the State committees of the action taken by the special appeals committee and the date on which such action was taken.

B. Agricultural Tires - Reporting Shortages

County committees should report to State committees those emergency situations where the supply of agricultural tires is inadequate to meet local essential requirements. The State committee should forward such reports, with its comments, to its regional office. The regional office will bring the reports to the attention of the Office of the Rubber Director, where a special effort will be made to expedite delivery of the number of tires of specified sizes to the shortage area.

Emergency cases will fall into two classes - (a) individual owners holding a tire certificate but unable to locate a tire, (b) communities where there is a general tire shortage.

In the case of the individual who has been unable to locate a tire, make sure before reporting to us that there is no tire of the required size in the area. When satisfied that every effort has been made to locate the tire needed, report the following information:

1. Name and address of holder of purchase certificate
2. Size and type of tire required
3. Brand preferred
4. Name of dealer or mail order house with which order has been placed, and brand of tires dealer handles.

In case of general shortage of tires in the community, check the leading dealers and distributors in the area as to immediate needs and report the following information:

1. Area covered by the serious general shortage, listing counties
2. Number of tires by brands, types, and sizes, required to meet immediate needs. (Tire requirements for the area for not over 30 days)
3. Names of tire distributors (not dealers) serving the area covered by the report and the brands of tires they handle
4. List of units out of service because of lack of tires
5. List of sizes of these tires in inventory in the area
6. Is recapping service available and being used in the area?

C. Agricultural Tires and Tubes - Replacement and Repair

Tires and tubes for farm tractors, trucks, implements and passenger cars are rationed through the Local War Price and Rationing Boards under OPA Ration Order 1-a.

Farmers should file Form OPA R-1 with the proper CFTC. The CFTC should forward Forms OPA R-1 to the Local War Price and Rationing Board with its recommendations.

There are no restrictions on repairing and recapping tires. The farmer should apply to his usual dealer for such services. The use of used tires and of recapping and retreading services should be encouraged wherever possible.

D. OPA Quota Shortage

Where the local OPA rear tractor tire quota is insufficient to meet the needs for justifiable replacements (where a rear tractor tire cannot be repaired or recapped and the tractor is out of operation in the busy season) and where a supply of rear tractor tires over and above the quota allowance is available in the community, such a situation should be reported through the Local War Price and Rationing Board to its district mileage rationing representative in an effort to have the quota increased. The name, address, and telephone number of each OPA regional mileage rationing representative, together with the names of the States in each region, are listed below.

OPA Regional Mileage Rationing Representative as of March 10, 1944

<u>Region</u>	<u>Name</u>	<u>Address</u>	<u>Tel. No.</u>	<u>States</u>
1.	Patrick E. Hanaver	55 Tremont St., Boston	LaFayette 8600	Maine N.Hampshire, Vermont, Conn., Mass., R. I.
2.	Chester A. Adams	Empire State Bldg., New York, N. Y.	Chickering 4-7300	N.Y., N.J., Pa., Del., Md., D.C.
3.	Herbert S. Fowkes	Union Commerce Bldg. Cleveland, Ohio	Cherry 7900	Ohio, Mich., Ind., Ky., W. Va.
4.	John Reid	Candler Bldg., Peach- tree St., Atlanta, Ga.	Walnut 4141	Ga., Ala., Fla., Miss., N.C., S.C., Tenn., Va.
5.	Harold R. Whitmore	1000 Main Street Dallas, Texas	Riverside 5711	Tex., Ark., Kan., La., Mo., Okla.
6.	George R. Ranes	226 W. Jackson Blvd. Chicago, Illinois	Andover 3600	Ill., Iowa Minn., Nebr., N.D., S.D., Wisc.
7.	Carl Evans	Kittredge Bldg. Denver, Colorado	Tabor 3173	Colo., Idaho, Mont., N.M., Utah, Wyo.
8.	Amos T. Crowl	1355 Market Street San Francisco, Calif.	Klondike 2-2300	Calif., Nev., Ore., Wash.

Section VI - FARM TRUCK MAINTENANCE AND REHABILITATION

Among the things which the Maintenance Specialist of the District ODT Office and the District ODT Maintenance Advisory Committees do are:

1. Give assistance in locating and procuring needed replacement parts.
2. Promote training of maintenance and repair personnel in cooperation with the Local Vocational School and the U. S. Office of Education. Farmers may enter classes.
3. Conduct and sponsor industry clinics for dissemination of new repair and salvage techniques.
4. Assist in preparation and distribution of educational materials, chiefly, covering good maintenance practices and wartime maintenance procedures.
5. Compilation of local information on available shop and maintenance facilities.
6. Maintain a constant effort to interest owners and operators of trucks in preventive maintenance programs, including the U. S. Truck Conservation Corps.

In order to take full advantage of this very excellent work of the ODT, and to bring the benefits of it to the rural areas, the following procedure is directed for all States and counties:

1. Action by State AAA Committee

- a. Immediately direct the appointment by the CFTC of one member (in most cases it will be the chairman of the CFTC) to assume responsibility for directing the maintenance activities of the CFTC.
- b. Inform the proper ODT District Office of the names and addresses of the above members as rapidly as they are appointed.
- c. (1) The State committee shall select one of its members or other person who will be nominated to represent the State committee as a Farm Truck Maintenance Member on each ODT District Maintenance Advisory Committee within the State.
- (2) The State committee may nominate a different person for each ODT District, or the same person may be nominated as a Farm Truck Maintenance Member for more than one ODT District located within the State. The State committee shall nominate a person, or persons, as Farm Truck Maintenance Advisory Member only for the ODT District Offices located within its State, even though certain counties within the State may be served by an ODT District Office located outside the geographical boundaries of the State.
- (3) The person selected by the State AAA committee must be approved by the appropriate ODT District Maintenance Advisory Committee.
- (4) Farm Truck Maintenance Advisory Members may already have been nominated and approved for some ODT Districts. In such cases this person may continue to act as a representative of the State committee, even though his selection may not have been in conformity with the above procedure.

(5) The State AAA committee should immediately contact each ODT District Office located within the State in order to effectuate and complete the program outlined in this memorandum.

(6) A copy of the procedure, followed by the ODT District Offices and ODT Maintenance Advisory Committees pertaining to the Farm Truck Maintenance Advisory Member, is attached.

- d. Keep in touch with the Maintenance Specialist of the various district offices of ODT located within your State in order to be advised of the progress of the program and to give every assistance possible.
- e. The State committee shall report problems that cannot be solved locally with the assistance of ODT District Offices to the appropriate Regional AAA Director.

2. Action by County AAA Committees and County Farm Transportation Committees

- a. Each CFTC shall designate one member (in most cases it will be the chairman of the CFTC) to assume responsibility for directing the maintenance activities of the CFTC.
- b. Seek the assistance of all agencies in the county in the promotion and expansion of good maintenance practices by farm vehicle owners and operators.
- c. Inform farmers and farm truck operators of the county that the CFTC is prepared to assist farm truck owners in securing needed parts, tires and service to keep their trucks in operation.
- d. Report all problems and shortages of automotive parts, truck tires, and shop service to the appropriate ODT District Office. The State committee may request the reports from the committee be channeled through the State committee.
- e. Cooperate with educational and training activities of the ODT District Offices.

3. Action by the Office of Defense Transportation

- a. Place Maintenance Member of CFTC on mailing list to receive educational material on motor vehicle maintenance.
- b. Give all service possible to requests of farm truck owners and operators for assistance in procuring needed parts, tires, and shop service, when not available locally, to keep farm trucks in operation.
- c. Transmit to the District Maintenance Advisory Committee the name of the representative selected by the State committee as their nominee for membership on the District Maintenance Advisory Committee. Upon approval of this nominee by the District Maintenance Advisory Committee, he will be so advised and will be informed of the date and place of the next meeting of the committee. Advise the State committee of the approval of the nominee of the ODT District Maintenance Advisory Committee.

4. Joint Action of ODT and the State AAA Committee

Call together as occasion warrants Maintenance Members of CFTC in the appropriate ODT Districts for discussion and consideration of maintenance problems of farm truck owners and operators. This plan will set up a direct channel whereby the problems of the farm communities will channel directly to the proper Maintenance Specialist and the District Maintenance Advisory Committees of the ODT, and in turn will bring to the farm communities the services of the Maintenance Specialist and information which he has regarding maintenance facilities available to the owners of farm vehicles.

Procedure for Securing Name of Farm Truck Representative to Serve on District Maintenance Advisory Committee.

1. Maintenance Memorandum 1-D, issued January 13, 1944 provided for the addition of a Farm Truck Representative on the District Maintenance Advisory Committee. District Managers were only requested to obtain the approval of the District Maintenance Advisory Committee to make this addition.

2. This Memorandum supplements Maintenance Memorandum 1-D by providing the procedure for securing the name of the Farm Truck representative for presentation to the District Maintenance Advisory Committee for approval.

3. If a Farm Truck Representative has already been selected in accordance with the methods outlined in the quoted part of paragraph one, the procedure outlined in paragraphs four and five below need not be repeated.

4. After a District Maintenance Advisory Committee has expressed its approval to add a Farm Truck Representative, the District Manager should at once communicate this to the appropriate State AAA committee and request that the committee submit to the District Manager the name of a representative selected in accordance with the procedure outlined in Special Services Memorandum No. 49.

5. Upon receipt of the name of the nominee from the State AAA chairman, the District Manager will so advise the District Maintenance Advisory Committee and submit to them his name for their approval. After the committee has approved a Farm Truck nominee, the nominee shall be the Farm Truck member of the committee, and is to be advised of the purpose and activities of the committee, as well as the time and place of the next meeting. The State AAA committee should also be advised.

6. This plan will set up a procedure whereby the maintenance problems of the farm truck operators will channel directly to the proper ODT District Manager, District Maintenance Specialist and the District Maintenance Advisory Committee. It will also bring to the farm truck operators the services of the Maintenance Specialist regarding maintenance facilities available to the owners of farm trucks.

7. The activities and participation of the farm truck representatives should be in accord with the responsibilities of the other District Maintenance Advisory Committee members as is outlined in Maintenance Memorandum Nos. 1 and 5 amendments.

8. The District Manager should advise this office of the name and address of the Farm Truck representative on the District Maintenance Advisory Committee as soon as he has been approved.

9. The District Maintenance Advisory Committee should arrange to add a Farm Truck member to appropriate sub-committees within their district. The procedure for selecting sub-committee Farm Truck Members will be the same as the procedure followed in selecting the Farm Truck Member to the District Maintenance Advisory Committee.

10. The State and county AAA chairmen and the CFTC's are being advised of the ODT Maintenance Program and their responsibilities in connection therewith through Special Services Memorandum No. 49, Transportation No. 38 of the War Food Administration, a copy of which is hereinafter reproduced.

Section VII -ASSISTING INDUSTRY TRANSPORTATION COMMITTEES

In order to permit producers, haulers, dealers, processors and receivers of specific agricultural commodities and products thereof, including livestock, to join together in the development of transportation conservation programs and plans, the ODT has developed its Industry Transportation Program.

Certain ODT Administrative Orders (Administrative Order 19, etc.) authorize and direct such Committees to secure information concerning transportation of the particular farm product involved. The Committees may recommend to ODT on issuance, review, revocation, etc., of CWNs pertaining to commercial motor vehicles used or to be used in the transportation of the farm products from producing areas.

Such Industry Transportation Committees, under agreement between ODT and WFA, have been advised that upon request by them to the State AAA Committee, CFTCs may assist them in a fact-finding capacity.

Such assistance shall be limited to the securing of information to be transmitted to the Industry Transportation Committee only.

Section VIII -

ASSISTING ODT IN "REQUISITIONING IDLE USED COMMERCIAL MOTOR VEHICLES"

- A. When in the opinion of the chairman of the CFTC an idle used commercial motor vehicle is discovered the owner thereof shall be determined by the use of reasonable diligence. The Chairman of the County Farm Transportation Committee shall secure the following information:
1. full and correct name of owner
 2. address of owner
 3. exact location of vehicle
 4. make of vehicle
 5. year of production of vehicle
 6. type of vehicle
 7. body number of vehicle
 8. serial number of vehicle
 9. motor number of vehicle
 10. other identifying details of the vehicle and an adequate description of its condition
 11. list of accessories and spare parts
- B. A requisitioned idle used commercial motor vehicle may be disposed of only to a person certified as an "eligible purchaser". An "eligible purchaser" is defined as follows: "(a) any agricultural producer who is engaged in production and who is found by the chairman of the CFTC to be in need of the vehicle which he desires to purchase or otherwise acquire to complete the production program on the farm which he operates, or (b) any person who engages in, or proposes to engage in, the transportation of agricultural commodities, or products thereof, and who is found by the Chairman of the County Farm Transportation Committee, the Regional Director or District Manager to be in need of the vehicle he desires to purchase or otherwise acquire for such transportation."
1. The Chairman of the County Farm Transportation Committee shall endeavor to locate a person having the qualifications of an eligible purchaser who is willing to lease the vehicle or to purchase the vehicle.
 2. If the Chairman of the County Farm Transportation Committee finds an eligible purchaser who is willing to lease or to purchase the vehicle the said Chairman shall transmit (in an original and three copies) the information required in paragraph A above, together with the full and true name and address of the eligible purchaser to the State AAA Chairman. If the Chairman of the County Farm Transportation Committee fails to find an eligible purchaser who is willing to lease or purchase the vehicle the said Chairman shall transmit to the State AAA Chairman the information required by paragraph A above (in an original and three copies) and state his inability to discover an eligible purchaser and that in his opinion the vehicle is idle and should be placed into transportation in furtherance of the War Food Production Program. In either case, the State AAA Chairman shall transmit the original and two copies of such information to the appropriate ODT Regional Director, Division of Motor Transport, who will proceed with ODT instructions.

C. ODT authority permits, subject to certain directions and instructions, the requisitioning of any idle used commercial motor vehicle that:

1. has been built or rebuilt primarily for the purpose of transporting property
2. has been used
3. is capable of use or of being conditioned for use in the transportation of agricultural commodities and products thereof; and
4. is idle, that is, when in the sound judgment of the District Manager he determines that under all the circumstances the vehicle is not presently in use and is likely to remain idle for an indefinite period.

(25)

WFA - ODT

Supplementary Information for Applications
(To be completed and signed by applicants
seeking to purchase new trucks for agri-
cultural uses.)

(Instructions to Applicant: This questionnaire should be filled out in triplicate and all three copies submitted to _____ County Farm Transportation Committee, (address) _____ as a part of your WPB 663 (Formerly Form PD-310) application form. Each question should be answered as completely as possible, or if a question is not answered, the reason for failure to do so should be given.

1. Applicant's Name _____

Address _____

2. Do you own any kind of truck at the present time? _____ (Yes or No)

(A) If Yes, explain why your present truck will not meet your needs _____

(B) Why do you need a new truck at this time? _____

3. If this application is for replacement, explain why your present truck cannot be repaired or rebuilt _____

4. Have you contacted your local garage or repairman to determine if your present truck can be repaired or rebuilt? If so, name repairman contacted and his report _____

5. Have you tried to buy or acquire a used truck? If so, name dealers contacted and their addresses _____

6. Will a leased truck serve your needs? Yes _____ No _____ Explain _____

7. Outline proposed use of truck for next 12-month period _____

8. List kind and extent of production that require truck transportation: (for example: corn, grain, cotton, fruit, etc.)

<u>Commodity</u>	<u>Acreage</u>	<u>Field</u>	<u>Commodity</u>	<u>Acreage</u>	<u>Field</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. How many head of livestock whose caretaking and marketing requires truck transportation: dairy cattle _____; beef cattle _____ sheep and lambs _____; hogs _____

10. (A) Give volume of milk shipped: _____ Times per week _____

(b) Give volume of cream shipped: _____ Times per week _____

11. What volume of poultry or eggs whose caretaking or marketing requires truck transportation? _____

12. (A) Are there any collection routes established and available for hauling commodities you produce? Yes _____ No _____ If yes, enumerate _____

(B) Which do you use? _____

13. Do you agree to cooperate with neighbors in transporting farm products and farm supplies? Yes _____ No _____ If the answer is yes, submit signed "Agreement(s) to cooperate" (Form TR-3).

14. Do you sell your farm products at the nearest market in point of highway miles? Yes _____ No _____ If answer is No, explain _____

15. Do you secure your farm supplies from the nearest source in point of highway miles? Yes _____ No _____ If answer is No, explain _____

16. Give any other reasons why you cannot take care of your present needs without a new truck _____

I certify that to the best of my knowledge the information contained here is true and correct. Date _____ Signed _____

COUNTY FARM TRANSPORTATION COMMITTEE RECOMMENDATION

After carefully analyzing this farmer's needs and per this presentation, we, the _____ County Farm Transportation Committee (do) (do not) recommend to the _____ County AAA Committee that this applicant be permitted to buy a new truck.

_____, 194__

Chairman,
County Farm Transportation Committee

COUNTY AAA COMMITTEE RECOMMENDATION

Approved _____ Disapproved _____

_____, 194__

Chairman _____ County AAA Committee

STATE AAA COMMITTEE RECOMMENDATION

Approved _____ Disapproved _____

_____, 194__

Chairman _____ STATE AAA COMMITTEE

DATE _____

"AGREEMENT TO COOPERATE"

(Farm Products to be Hauled to Market and Farm Supplies to the Farm)

County _____ State _____

Due to War emergencies I, the undersigned, agree to cooperate with _____ in the transportation of farm products and farm supplies, in order to fully utilize motor vehicle facilities to be made available by him if the application he is making to purchase a motor truck is acted upon favorably.

Expected Production Next 12 Months

1. List kind and extent of production that require truck transportation: (for example: corn, grain, cotton, fruit, etc.)

<u>Commodity</u>	<u>Acreage</u>	<u>Yield</u>	<u>Commodity</u>	<u>Acreage</u>	<u>Yield</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. How many head of livestock whose caretaking and marketing requires truck transportation; dairy cattle _____; beef cattle _____; sheep and lambs _____; hogs _____

3. (A) Average amount of milk each shipment: _____ Times per week _____
(B) Average amount of cream each shipment: _____ Times per week _____

4. What volume of poultry or eggs whose caretaking or marketing requires truck transportation? _____

5. (A) Are there any collection routes established and available for hauling commodities you produce? Yes _____ No _____ If yes, enumerate _____

(B) Which do you use? _____

6. I (do) (do not) _____ own a truck. (If answer is do, describe _____

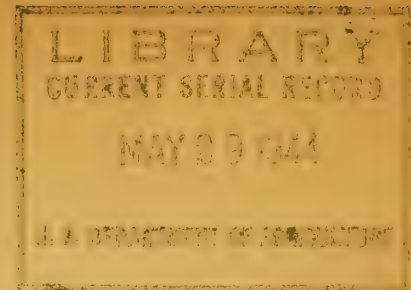
If answer is do not, state how your farm products and supplies are being transported at the present time _____

Signed _____

Mail Address

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington, D. C.



March 27, 1944

SPECIAL SERVICES MEMORANDUM - 67

Machinery Rationing-140

SUBJECT: Immediate Action on Applications for Purchase
Certificate for New Milk Cans and Appeals for
Release from Manufacturers' Reserves

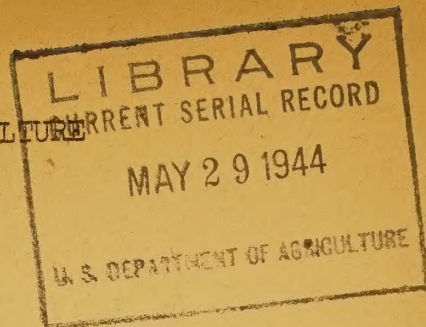
Recently it has been called to our attention that there are delays in some State offices in the handling of applications for purchase certificates for new milk cans. Since the manufacturers are unable to schedule the production of milk cans which are to be embossed for a particular customer until they have received the purchase certificate along with the customer's purchase order, State committees should take immediate action upon receipt of an application for new milk cans. It is particularly important at this time because of the close approach of the maximum milk production season that purchase certificates be issued immediately for approved cases, irrespective of whether or not the milk cans will be delivered from regular distribution quotas, or from the manufacturer's reserve.

In some cases the purchase certificate can be filled only if a release is made from the manufacturer's reserve. The Director of the Office of Materials and Facilities may be unable to approve the full amount of the appeal in a few cases. If there is a substantial difference in the number recommended and the number approved, you will be advised to cancel the original purchase certificate and to issue a revised Form MR-122 in its place. If the difference is not too great, it will not be necessary to issue a revised purchase certificate.

It has also been called to our attention that there are some delays in recommending the release of milk cans from the manufacturers' reserves. For the reason stated above, it is very important that appeals filed with the State committee for release from manufacturers' reserves receive immediate attention. In making recommendations State committees should be certain that the information outlined in Part III, paragraph A, 4 of Special Services Memorandum-7, Machinery Rationing-119, Revised, dated November 23, 1943, is included in its recommendations.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 29, 1944

SPECIAL SERVICES MEMORANDUM - 68

Machinery Rationing - 141

SUBJECT: Distribution of One-Half of the 20 Percent Reserve of Deep and Shallow Well Systems, Items 213 to 216, Inclusive, and Horizontal Type Power Pumps, Item 217

Minimum State requirements for domestic water systems have been compared with the 80 percent distribution plan of manufacturers, and the War Food Administration feels the State requirements are being reasonably met through the normal distribution of manufacturers. However, it is necessary that some reserve be held back to meet emergencies.

A. Manufacturers shall:

- (1) Distribute one-half of their 20 percent reserve of Items 213 to 216, and 217 without directive action by the War Food Administration.
- (2) On or before May 1 each manufacturer shall notify the War Food Administration of his distribution by States of that part of the reserve which has been released.

B. War Food Administration shall:

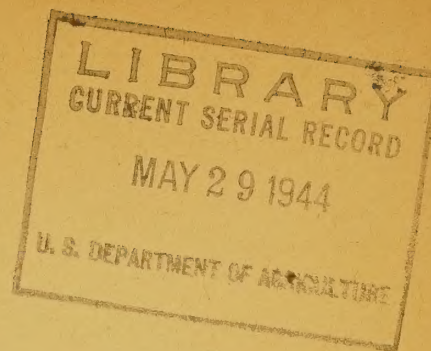
Inform State committees of the additional units available to them as reported by manufacturers.

This action does not remove Items 213 to 216 and 217 from Schedule II; therefore, the quotas established in manufacturers' 80 percent distribution plan remain in effect and purchase certificates are still required.

It is suggested that State committees advise manufacturers if any special needs arise which, it is anticipated, will not otherwise be adequately met.

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UNITED STATES DEPARTMENT OF AGRICULTURE
WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
Washington 25, D. C.



March 29, 1944

SPECIAL SERVICES MEMORANDUM - 69

Machinery Rationing - 142

SUBJECT: Distribution of 20 Percent Reserve -- Grain Binders

The War Food Administration has carefully reviewed the proposed distribution of reserves of grain binders, as submitted by manufacturers, together with their 80 percent distribution plans, 1944 requirements as submitted by State committees, and other pertinent data. It has been determined that the food production program would be served to best advantage by releasing the reserves for distribution by manufacturers to areas of greatest need as the harvesting season approaches. Several manufacturers of binders have given definite assurance that they will withhold allocation of a part of their reserve which later may be placed in States as unforeseen needs develop.

The following action was, therefore, taken in regard to grain binders (Item Nos. 129-130):

A. Manufacturers shall:

- (1) Distribute the 20 percent reserve of grain binders without direction from the War Food Administration
- (2) Notify the War Food Administration of the distribution to States prior to July 1, 1944

B. War Food Administration shall:

Inform State committees of reserve distribution as reported by manufacturers.

It is suggested that State committees advise manufacturers of additional need or any emergency needs which may arise. The action above does not remove grain binders from Schedule III and the State distribution plans covering 80 percent of manufacturers' production are not affected by this action. Purchase certificates are not required for grain binders.

UNITED STATES DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON, D. C.

March 24, 1934

Mr. J. Edgar Hoover

Mr. J. Edgar Hoover

Re: [illegible]

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